ABN·AMRO

user manual Internet Banking FiNBOX

This manual of ABN AMRO Internet Banking describes how to register for receiving invoices or documents in your FiNBOX. It explains how to view, modify and/or pay documents/invoices and how to sign off.

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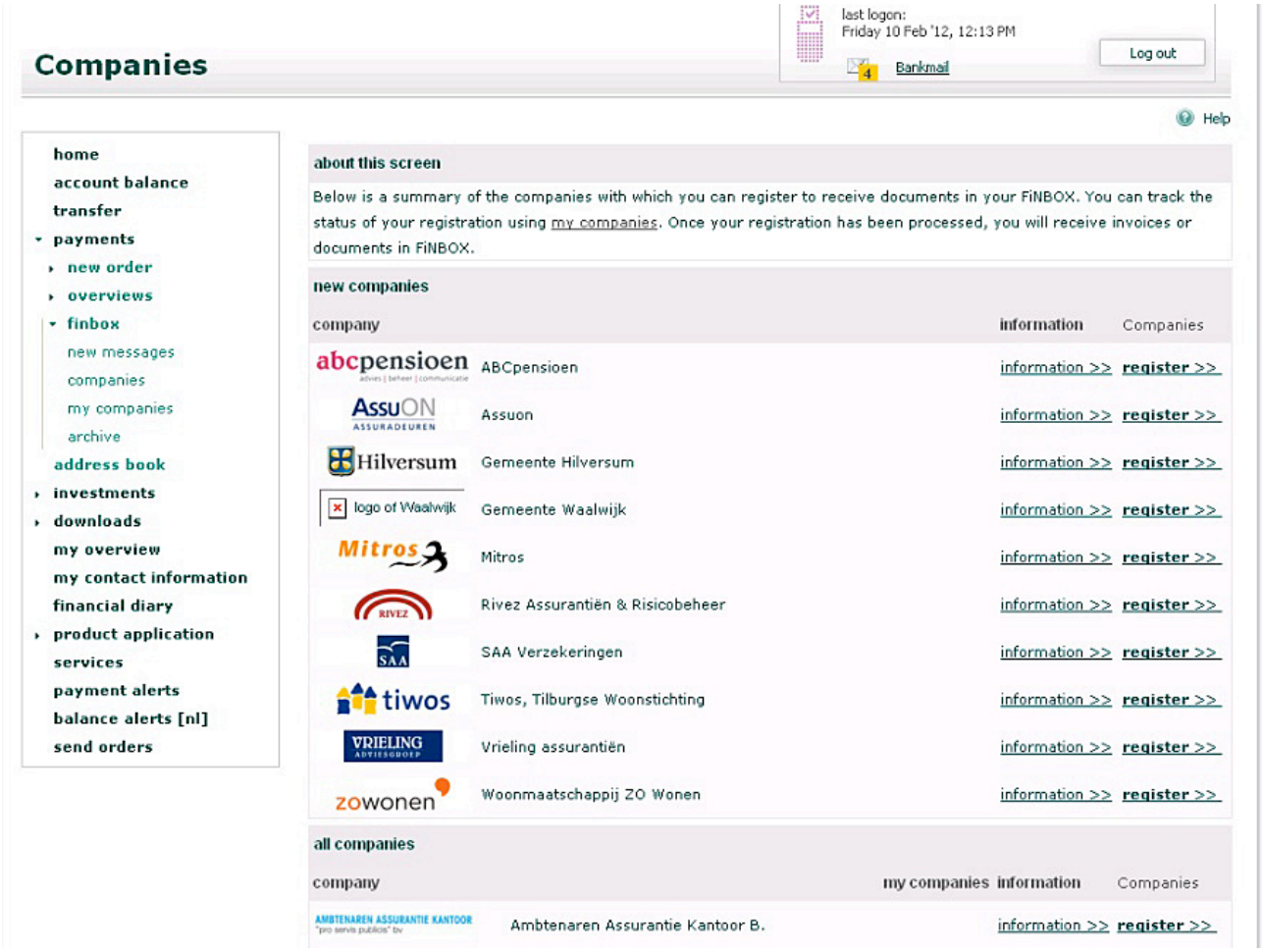
Register

step 1

To be able to receive invoices or documents from a company, you must register with the company in question.

- Choose **payments »FiNBOX» companies** from the menu at the left of the screen.
  The **companies** screen will appear:



about this screen

This overview shows the companies with which you can register to receive documents in your FiNBOX. The companies with which you have already registered show a green checkmark in the my companies column.

new companies

The list of companies that have recently started offering this service and with which you can register to receive documents in your FiNBOX

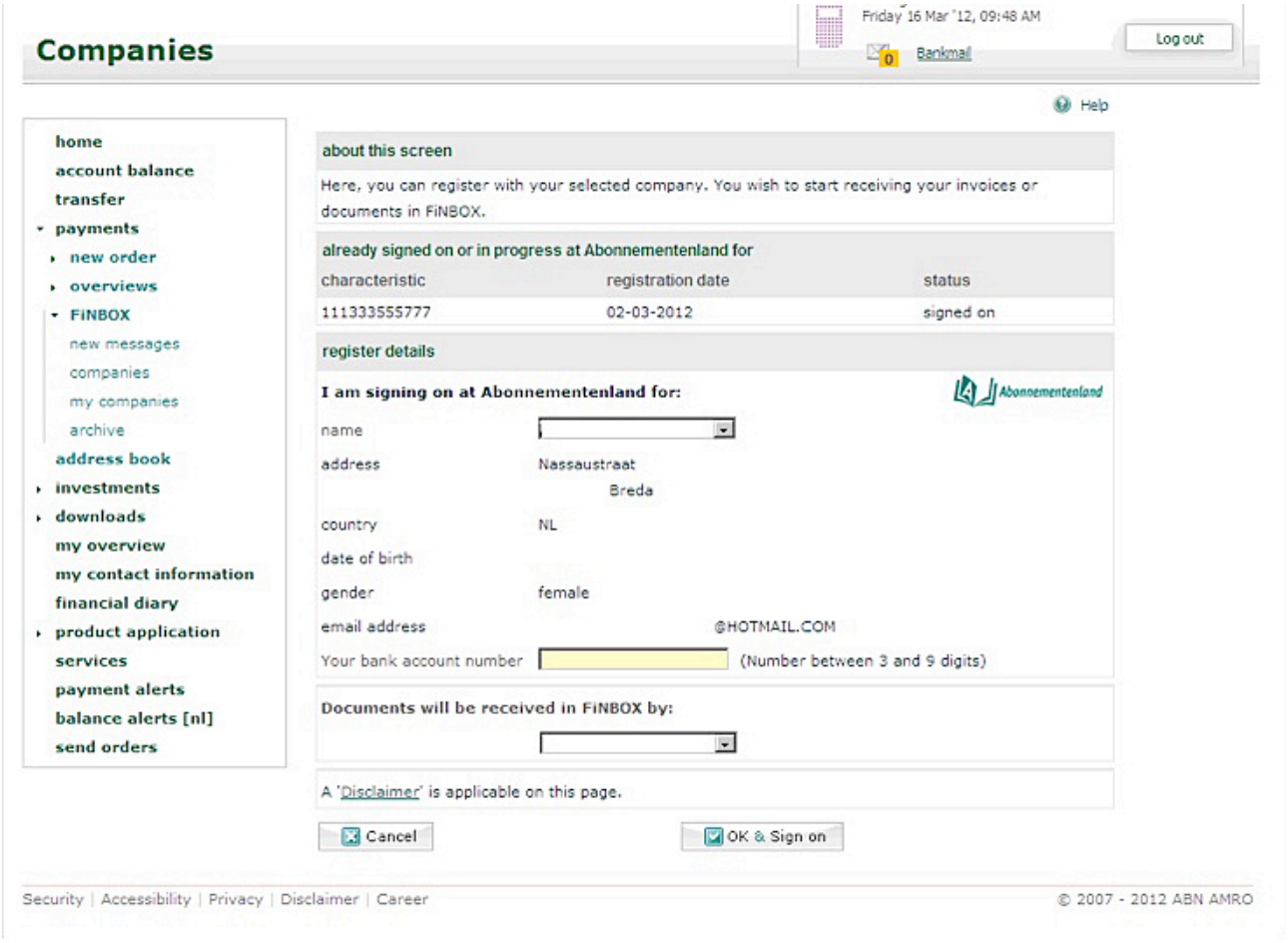
all companies

The list of all companies with which you can register to receive documents in your FiNBOX.
Click **information >>** for more information about the documents of the company.
Click **register >>** to register with your selected company.

Register

step 2

You have clicked **register >>** in the **companies** screen to register with your selected company.
The **company** screen will appear:



about this screen

This screen is used to register with the selected company to receive documents in your FiNBOX.

already registered or in progress at {company name} for

If you have registered with the company, this will be displayed here.

characteristic

your client number at the company registration date the date of your registration with the company to receive invoices and/or documents in your FiNBOX.

status

the current status of your registration

- **name**
  the contracting party of the FiNBOX. You open the list to select another contracting party. The address data is entered automatically.

- **characteristic**
  enter your relation number at the company, such as your client number.

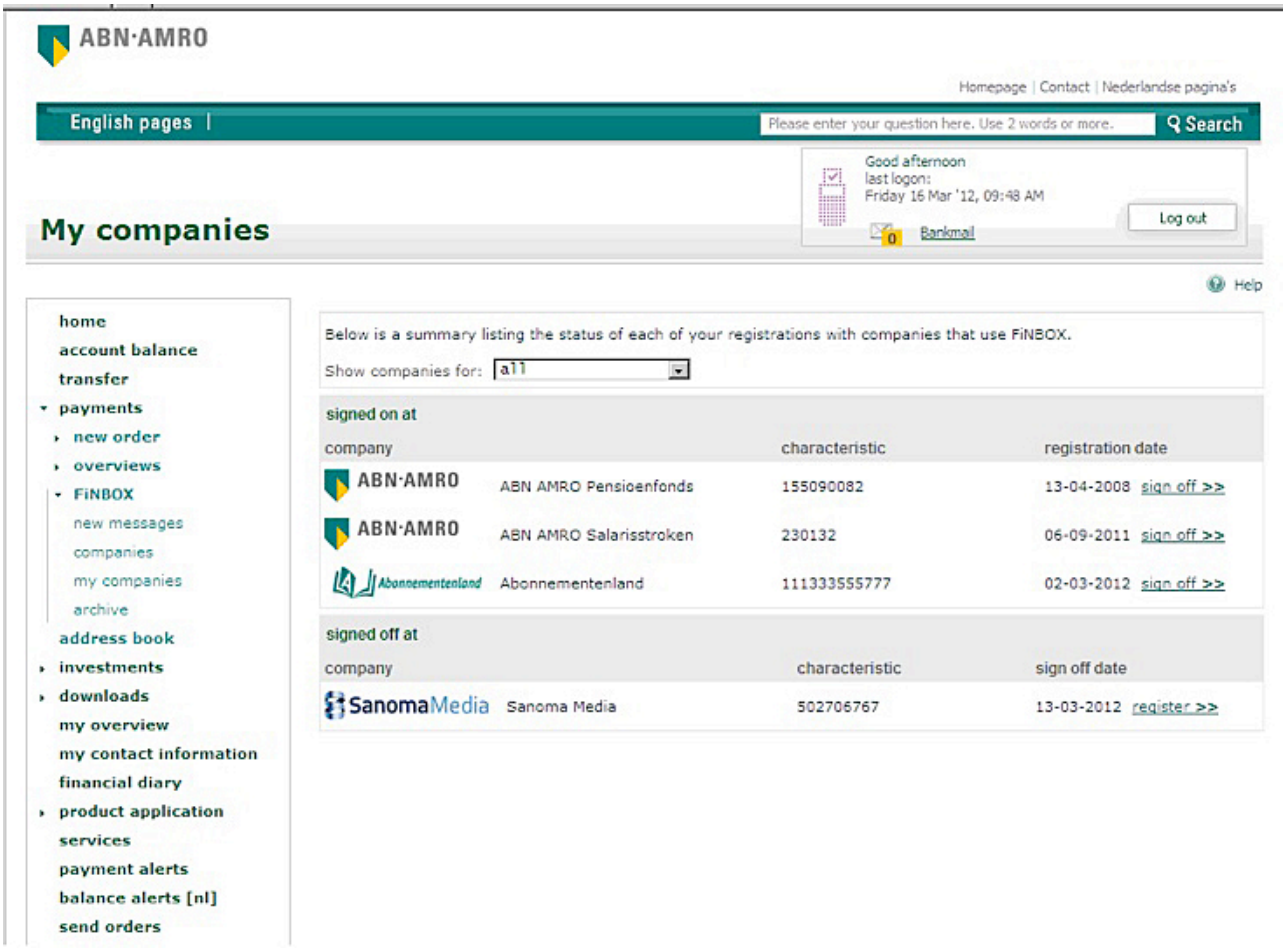
Documents will be received in FiNBOX by: To receive the invoices and/or documents in the FiNBOX of another contracting party, select the relevant contracting party by clicking the arrow next to the field.
I have read, understood and agreed to the Disclaimer click Disclaimer to read it. You accept the Disclaimer by checking it.
click the **Cancel** button to cancel the registration and return to the companies page.
click the **OK & register** button to confirm your registration.
Click **OK** to close the page. The **My companies** page will now appear.

A registration will be confirmed within 15 calendar days. You can check the status of a registration on the my companies page. With the registration, your name, address and town or city data must correspond with the data known at the company. Contact the company if this is not the case. Otherwise, the registration may be rejected.

View the status of your registration

How can I view the status of my registration?

▶ Choose **payments »FiNBOX» my companies** from the menu at the left of the screen. The **My companies** screen will appear:



The **My companies** page displays the status of your registrations.
By default, all your registrations with companies are displayed.

Show companies for:
Indicate if you want to see the registartions of all contracting parties (standard), or of a specific contracting party.

▶ Click the arrow to select the contracting party from the list.

rejected
The companies that have rejected your registration.
Move the mouse over the exclamation mark ! to read the reason for the rejection.
Click **register >>** to request again.

in progress
The companies that are processing your registrationt. A registration will be confirmed within15 calendar days after the date of registration.

registration date
The companies with which you have registered to receive documents in your FiNBOX.

- Click **sign off >>** to cancel the receipt of documents in your FiNBOX from the company in question.

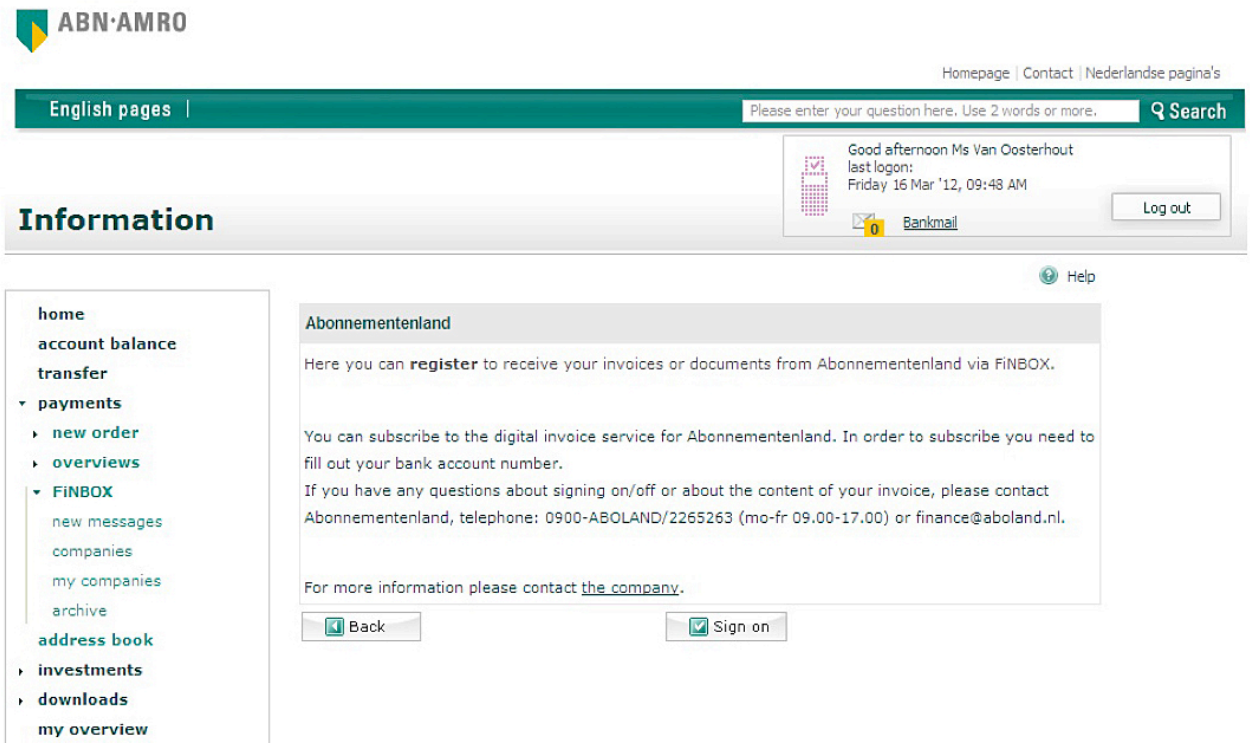
sign off date
The companies for which you have cancelled the registration.
Click **register >>** to register again.
Move the mouse over the exclamation mark ! to read the reason for your cancellation.

It is possible that a company no longer offers to send documents in your FiNBOX. In that case, you cannot register again.

View company details

Information about consulting the invoices and/or documents of a company

- Choose **payments >>FiNBOX>> companies** from the menu at the left of the screen.
  The **companies** screen will appear:
  Click **information >>** at the company in question for more information about the documents/invoices from the company. The **Information** screen will appear:



The **Information** page displays the information of the selected company. The information on this page is supplied by the company. If you have any questions and/or remarks, please contact the company.

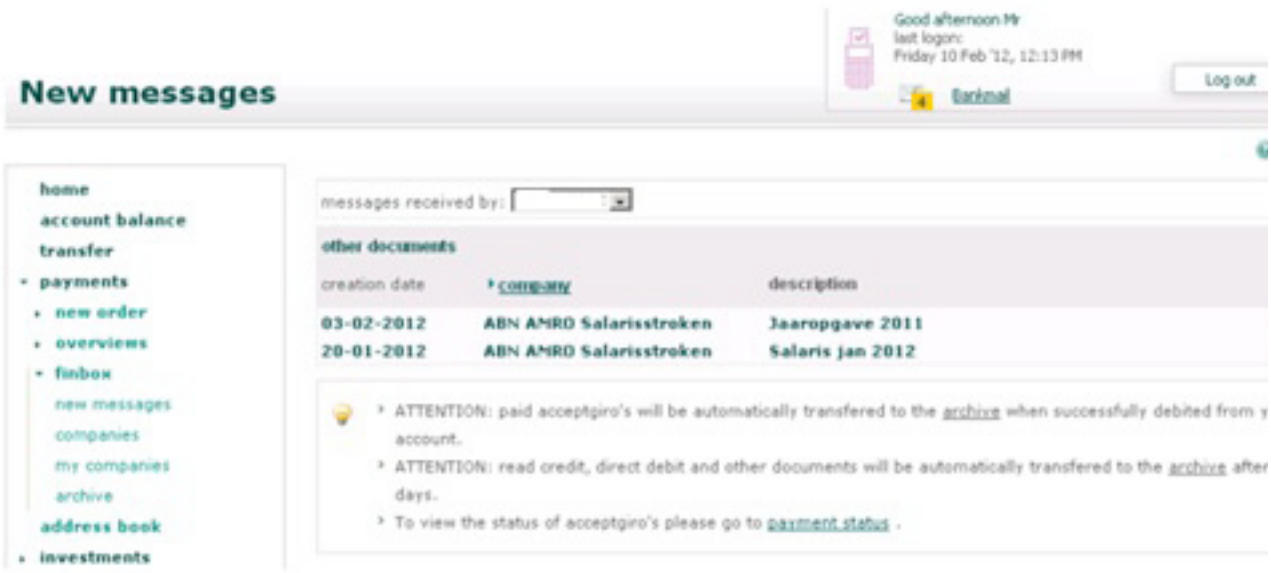
<Company Name>

General information about the nvoices and/or documents of the company, including the contact information.
Click **Back** to return to the **companies** screen
Click **register >>** to register with the company to receive your documents in FiNBOX.

View and pay new invoices

Checking and paying new invoices and/or documents

▶ Choose **payments >>FiNBOX>> new messages** from the menu at the left of the screen.
The **New messages** screen will appear:



The **New messages** screen is used to pay the invoices and/or check your received documents. The payment is made on the last due date as standard. If the last due date has expired, the payment will be made immediately.

An exclamation mark with an invoice indicates that the payment date has elapsed, or that the order has been rejected. You can see this by moving the cursor over the exclamation mark.

messages received by:

Indicate if you want to see the messages of all contracting parties (standard), or of a specific contracting party.

▶ Click the arrow to select the contracting party from the list.

invoices to be paid

date rec.
the date on which you received the invoice.

company
the company that sent you the invoice. Click the arrow next to company to sort the list in alpahabetical order.

description
the description that the company has placed on the invoice.

amount the amount on the invoice. Click the arrow next to **amount** to sort the list in descending alphabetic order.
Click to change the invoice before you pay it.
Click to add the invoice immediately to the **payment orders to be sent page**, from which you send the payment order.

direct debit overviews
The overview of your direct debits. Here, you see the date of receipt, the company that is collecting, the description of the collection invoice and the amount.
credit invoices
The overview of your credit invoices. Here, you see the date of receipt, the company, the description of the credit invoice and the amount.

other documents
The overview of your other documents. Here, you see the date of receipt, the relevant companies and the description of the documents.

The following applies to all received invoices and/or documents:
- Click to display the details of the document.
- Click to move the invoice to the archive

Move the mouse over the date of receipt to see the due date.
Select **not yet paid orders** or **rejected orders** to display the status of your invoices sent that are 'still to pay'

It is possible that the payment must be credited to the account of the company before the planned last weekday before the due date. To see if this applies, look at the payment instruction on the invoice. You can change the desired execution date by clicking the button

Paid invoices will be automatically transferred to the archive when successfully debited from your account.
Paid credit, direct debit and other documents will be automatically transferred to the archive 7 days, after viewing the details.

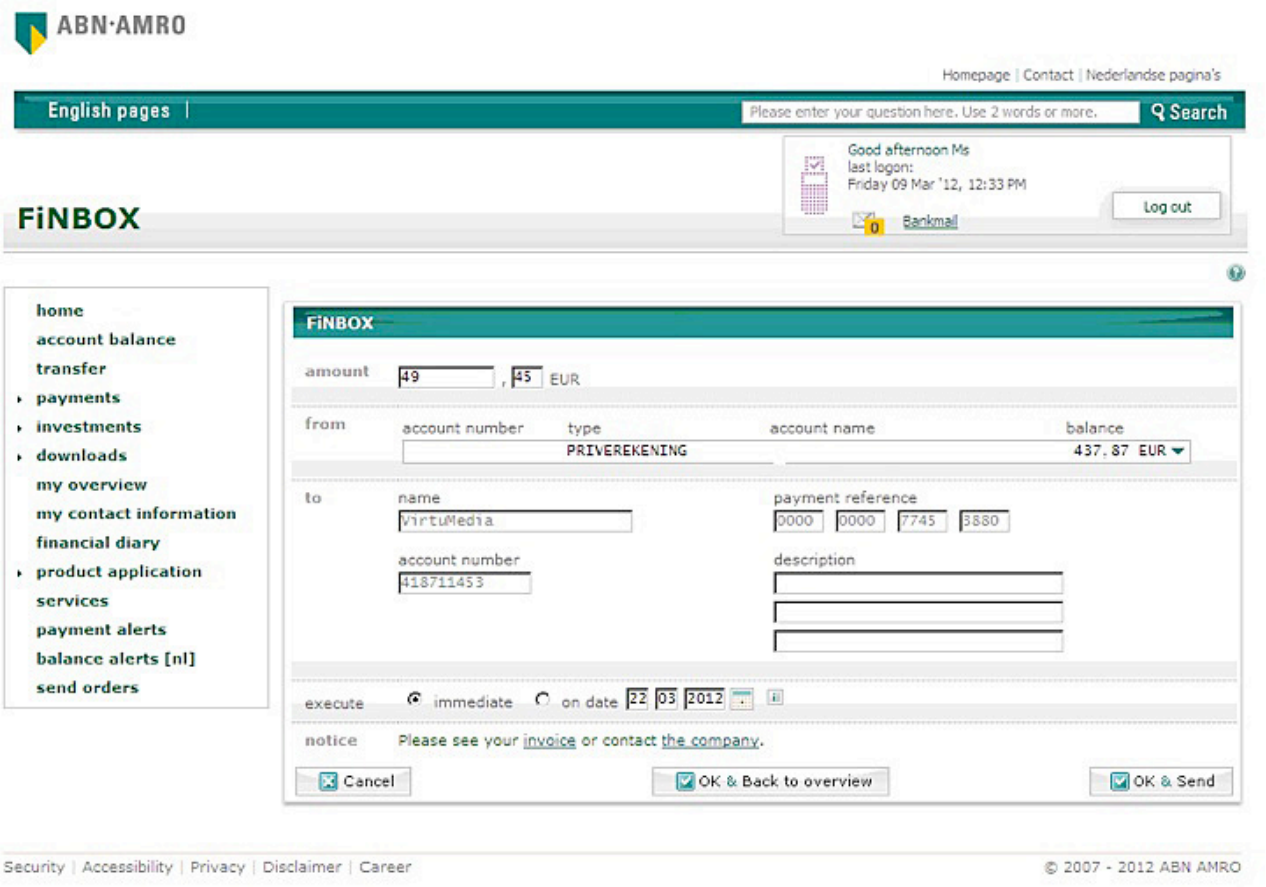
Change a digital invoice

Digital Invoice

Changing invoices before payment

- Choose **payments >>FiNBOX>> new messages** from the menu at the left of the screen.
  The **New messages** screen will appear:

Click at the relevant document. The **FiNBOX** screen will appear.



The **FiNBOX** screen is used to change a number of items in the invoice before you actually pay it. If desired, you can change the account number, the amount, the description and the execution date.

from

The account from which you want to pay the invoice.

- Click the arrow to select another account from the list.

to

The data of the beneficiary of the invoice. You can change the data of the fields that are not greyed out.
You can change the description in the **description** fields;
You can change the amount in the amount field;

You can change the execution date in the **required execution date** field (immediately or at a date that you enter). The date is defaulted to the due date or immediately after the due date is expired.

notice

Click the word **invoice** to call the document.
If applicable, click the company link to go to the homepage of the company.
The description of the payment will not be sent to the company. The description is only intended for your own administration and is shown on your bank statement and/or your deposits and withdrawals.
After you have made the desired changes, click **OK & Send** to send the payment immediately to the bank.

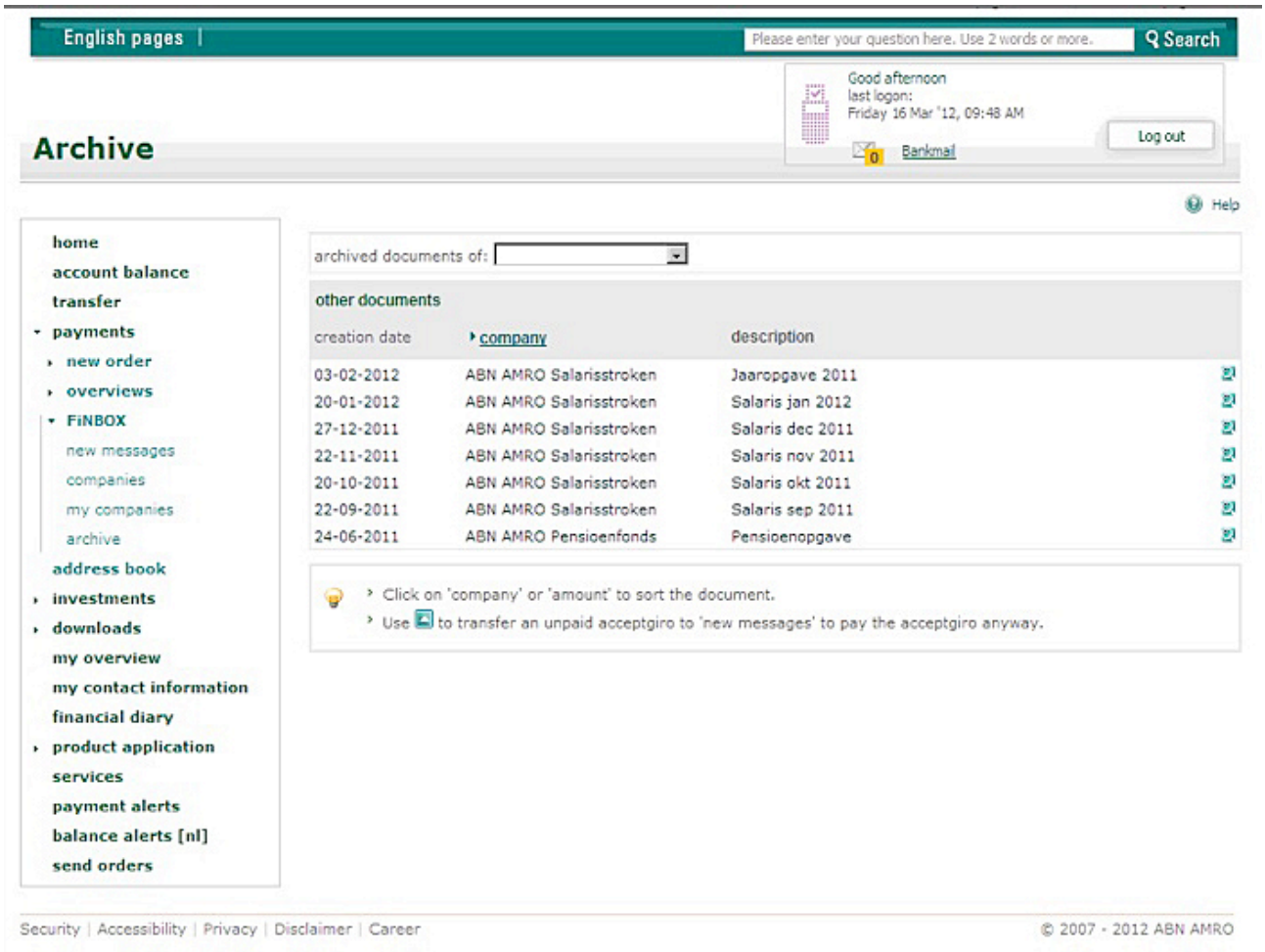
With **OK & Back to overview**, the changes are saved and you return to the **new messages** screen.

With **Cancel**, the changes are not saved and you return to the New messages screen.

View archived invoices and/or documents

Consulting archived invoices and/or documents

- Choose **payments >>FiNBOX>> archive** from the menu at the left of the screen.
  The **Archive screen** will appear.



The **Archive screen** displays the overview of your archived invoice and/or documents.

unpaid invoices
The invoices that are not paid. Here, you see the date of receipt, the company that sent you the invoice, the description of the invoice and the amount.

- To pay the invoice, click to return a invoive and/or document to the **New messages Overview** with invoices that still need to be paid.

paid invoices
The invoices that are paid. Here, you see the date of receipt, the company that sent you the invoice, the description of the invoice and the amount.

credit invoices
The overview of your credit invoices. Here, you see the date of receipt, the company of the credit invoices, the description of the credit invoices and the amount.

direct debit invoices
The overview of the paid collection invoices. Here, you see the date of receipt, the company that is collecting, the description of the collection invoice and the amount.

other documents
The overview with your other documents. Here, you see the date of receipt, the relevant companies and, the description of the documents..

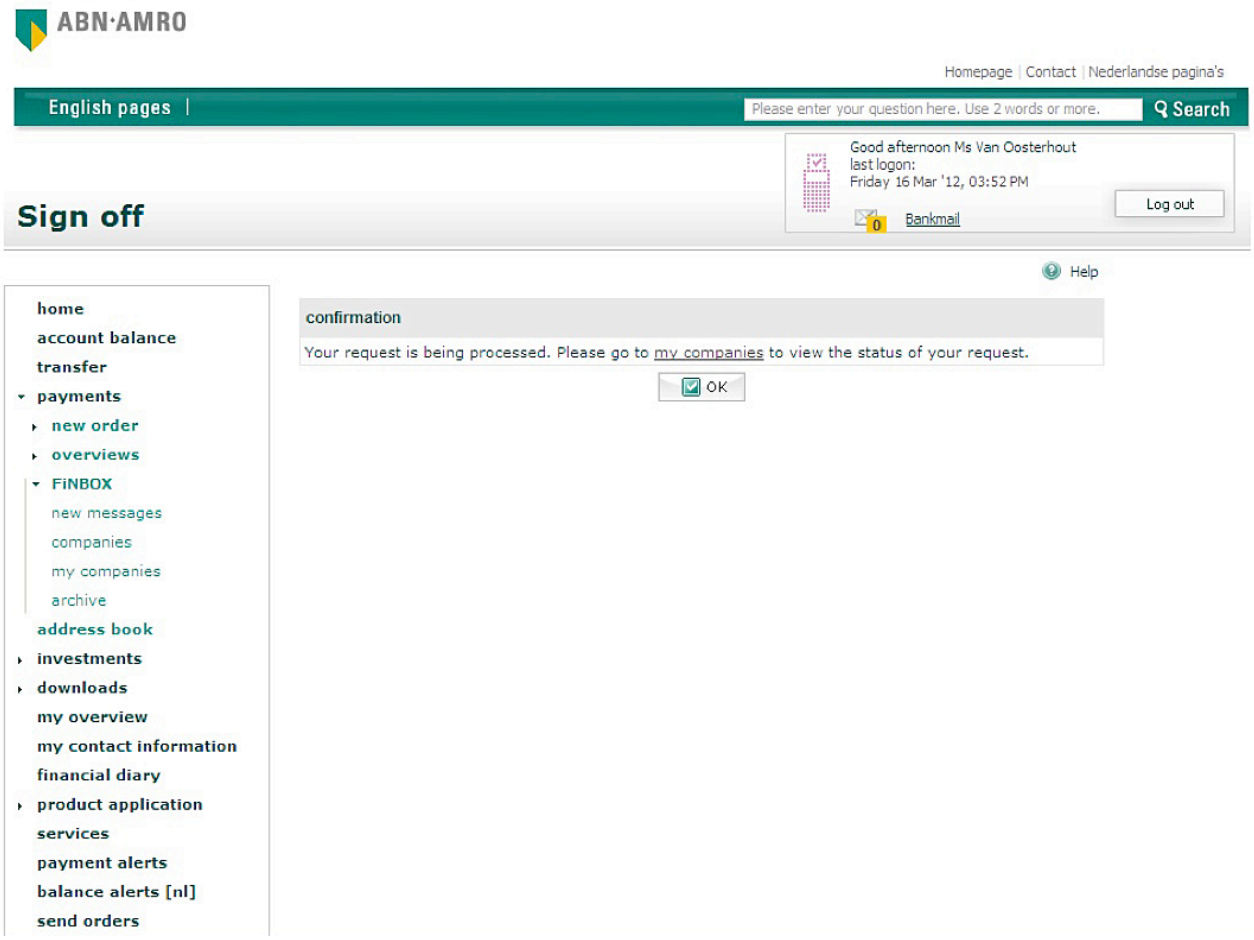
The following applies to all invoices and/or documents:

Click
Move the mouse over the date of receipt (rec. date) to see the due date to look at the details of the document.

Sign off

How can I stop the receipt of documents in FiNBOX?

- Choose **payments >>FiNBOX>> my companies** from the menu at the left of the screen.
  The **My companies** screen will appear.
  Click **Sign off >>** at the digital invoice of the company in question. The **Sign off** screen will appear.



processed

The program will tell you that the sign off has been processed.

- Click **OK & Back to overview** to confirm the sign off. You return to the **My companies** screen.